



## BOARD OF PARK AND RECREATION COMMISSIONERS

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### **PARKS & GOLF COURSES (PGC) COMMITTEE**

Leslee Rivarola, Committee Chair  
Bob Carlson  
Paul Snider  
Steve Baru, Board Chair Ex Officio Member

### **MEETING MINUTES**

JCPRD Administration Sunflower Room  
7900 Renner Road, Shawnee Mission, KS 66219

March 11, 2019  
5:30 pm

#### **CALL TO ORDER/ROLL CALL**

The meeting was called to order by Committee Member Paul Snider, and roll call was taken as follows:

**Committee Members Present:** Bob Carlson, Paul Snider, Steve Baru

**Committee Members Absent:** Leslee Rivarola

**Guests Present:** None

**Staff Members Present:**

Bill Maasen, Superintendent of Parks & Golf Courses

Cindy Lawrence, PGC Sr. Administrative Assistant

Bill Leek, Project Manager II

Terry Anderson, Superintendent of Safety &

Outdoor Education / Park Police Chief

Michael Middlebush, Park Police Captain

Bill McGowan, Outdoor Education Manager

Kaylan Collins, SOE Sr. Administrative Assistant

#### **DISCUSSION & ACTION**

##### **A. Bid Results for Big Bull Creek Park Equipment Barn – Bill Maasen, Superintendent of Parks & golf Courses**

Mr. Maasen provided a brief history of the equipment barn project following the construction of the maintenance facility and substation. Bill explained that six bids were received with JCPRD staff recommending the lowest bid meeting specifications, Loyd Builders. Mr. Snider asked why JCPRD will not accept any bid over the Superintendent or Architect's estimate. Mr. Maasen stated that it is a JCPRD policy to not accept any bids over the estimate provided. Mr. Snider asked if a change in this policy had ever been considered. Mr. Maasen stated the policy was based on the requirement in the agency's enabling statutes. Mr. Snider asked what type of building was being planned. Mr. Leek answered the building will be a wood-frame structure with metal siding and metal roofing. Mr. Snider stated that, if memory served, this was to be a self-performed project and asked if this was still the case. Mr. Maasen answered the self-performing option was evaluated, and it was not a possibility because a vendor could not be found to provide the building kit. Mr. Maasen took a moment to explain the JCPRD bid process to Mr. Carlson and how the committee meetings work. Mr. Snider asked if this project is being funded from Certificates of Participation (COP) associated with Big Bull Creek. Mr. Leek confirmed there were funds remaining for this project as a part of the COP issuance. Mr. Snider asked if there was still money available after this project and who decides how that is spent. Mr. Maasen answered if there was money left, Administration will consult with the Board on its use. Mr. Snider asked if this would change the debt payment, and Mr. Maasen confirmed it would not.

**PGC-1 It was the consensus of the committee to recommend Board consent approval to award the bid for Big Bull Creek equipment barn to Loyd Builders, Inc., the low bidder meeting bid specifications and under the architect's estimate, at a cost of \$178,500.**

**B. Martin Creek Park Transfer to City of Edgerton – Bill Maasen, Superintendent of Parks & Golf Courses**

Mr. Maasen stated JCPRD acquired Martin Creek Park for the City of Edgerton in 1988 and City of Edgerton has made improvements and created a community asset. Mr. Maasen added that the City Council of Edgerton has already approved this transfer; however, JCPRD Board approval is required to confirm the transfer. Mr. Snider asked if City of Edgerton did not have the capital funds to buy the land in 1988. Mr. Maasen confirmed the City did not have the resources and formally requested the JCPRD Board assist in this acquisition. The City received community development block grants to develop the park over a period of years and has been maintaining the site.

**PGC-2 It was the consensus of the committee to recommend Board consent approval of the Quit Claim Deed to transfer Martin Creek Park to the City of Edgerton.**

**C. Sanitary Sewer Easements on Mill Creek near Prairie Star Parkway Access Point – Bill Maasen, Superintendent of Parks & Golf Courses**

Mr. Maasen stated that, as part of the new Ridgeview Road construction, there has been demand for new sewers in the vicinity of the roadwork. Mr. Maasen added the sewer line construction will cause a short-term closure of the trail access point. Mr. Snider asked if this will require a trail closure. Mr. Maasen responded the main Gary L. Haller Trail will remain open during the construction. Mr. Snider asked why the sewers were not placed a long time ago. Mr. Maasen responded the wastewater design is a lengthy process, and it did not coincide with the road construction. Mr. Baru asked how long the access point will be closed. Mr. Maasen responded the access point will be closed for the summer, and it should open about the same time as the new roadway in early fall. Mr. Baru asked for an image of the affected area to be shown. Mr. Maasen displayed a map and pointed out the areas in question. Mr. Baru asked if there would be any safety issues with people accessing trail. Mr. Maasen responded during closure, signs would be posted directing trail users to alternative parking along Ridgeview north of Prairie Star Parkway or at other access points.

**PGC-3 It was the consensus of the committee to recommend Board consent approval of the permanent and temporary sewer easements impacting the Mill Creek Streamway Park near Prairie Star Parkway.**

**D. KCPL Easements for Shawnee Mission Park – Bill Maasen, Superintendent of Parks & Golf Courses**

Mr. Maasen explained that KCPL is requesting this easement to provide electrical service to Shawnee Mission Park near the south entrance of the park eventually to provide service to the dog off leash area and other planned improvements in this area of Shawnee Mission Park. Mr. Carlson asked if the electrical service is to be underground. Mr. Maasen confirmed that JCPRD was required to install the electrical conduit, and the entire length of this easement is underground.

**PGC-4 It was the consensus of the committee to recommend Board consent approval of an easement with KCPL to provide electrical service along the north side of Barkley Drive in Shawnee Mission Park.**

**E. Olathe Trail Easement and Trail Funding Agreement – Bill Maasen, Superintendent of Parks & Golf Courses**

Mr. Maasen explained the background as shown on the briefing sheet to update the new members with the history of this agreement. Mr. Maasen added this agreement is related to the Cedar Niles Park development and the City of Olathe is allowing JCPRD to use more than 64-acres for park and recreation purposes. Mr. Snider inquired if the previous mill levy reduction impacted the shared funding for trail development. Mr.

Maasen responded the \$200,000 portion of this agreement had previously been funded (2017) and was in a project fund and not impacted by the levy reduction.

**PGC-5 It was the consensus of the committee to recommend Board consent approval of the agreement between the City of Olathe and Johnson County Park and Recreation District to approve a permanent trail and recreational easement on property owned by City of Olathe.**

**F. Memorandum of Understanding with Urban Trail Co. – Bill Maasen, Superintendent of Parks & Golf Courses**

Mr. Maasen stated this annual agreement with Urban Trail Co. (UTC) is a benefit to JCPRD because of the maintenance UTC provides to trails in a variety of park locations. Mr. Maasen also mentioned that Urban Trail Co. has initiated planning for trails at Cedar Niles Park. Mr. Snider asked to be reminded why UTC does not charge JCPRD for this service. Mr. Maasen responded they are strictly a volunteer organization with an emphasis on building trails for trail users. He went on to state JCPRD has used some of the members of UTC and their expertise on other projects and has hired them in those situations. He added they are a very organized group and assign volunteers to specific parks and trails. Mr. Baru asked who Urban Trail Co. was, and Mr. Maasen mentioned the organization was formally known as Earth Riders. Mr. Carlson added this has been a great relationship, and Urban Trail Co. is very organized.

**PGC-6 It was the consensus of the committee to recommend Board consent approval of the Memorandum of Understanding with Urban Trail Co. as a volunteer organization that constructs and maintains JCPRD trails.**

**G. Water District Number 1 Permanent Easements near 167<sup>th</sup> & Quivira Road – Bill Maasen, Superintendent of Parks & Golf Courses**

Mr. Maasen explained this easement is related to the widening of Quivira Road near Verhaeghe Park and the Coffee Creek Streamway Park. Mr. Maasen stated the two small easements were minimally impacting JCPRD property.

**PGC-7 It was the consensus of the committee to recommend Board consent approval of two water line easements with Water District Number 1 near 167<sup>th</sup> & Quivira Road.**

**OTHER BUSINESS**

No other business was discussed.

**ADJOURNMENT**

Mr. Snider adjourned the meeting at 5:55 pm.

**BOARD OF PARK AND RECREATION COMMISSIONERS  
PARKS & GOLF COURSES COMMITTEE**

[Signature on file]

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**LESLEE RIVAROLA, Committee Chair**

PREPARED BY Cindy Lawrence, PGC Sr. Administrative Assistant  
Approved: March 30, 2019